

S: 3 April 1998

CEHR-E (690-500)

23 January 1998

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Classification Consistency Review - MSC Director of Information Management (D/IM) Positions

1. References:

a. Memorandum, CEHR-E, dated 18 Dec 95, subject: Classification Consistency Reviews.

b. Memorandum, CEHR-E, dated 4 Nov 97, subject: Draft Evaluation Statement for MSC Director of Information Management (D/IM) Positions.

2. In December 1995 the Deputy Commander directed a consistency review of the classification of MSC Directors of Information Management (reference a). The enclosed evaluation statement, which evaluates the program management duties of the D/IM, was jointly developed by CEHR and CEIM and coordinated with field activities (reference b). Since there is no classification standard which directly evaluates the D/IM program, the Office of Personnel Management suggested using the Financial Management Series, GS-505, for cross-comparison. When the D/IM also performs supervisory duties and responsibilities at least 25% of the time, the supervisory duties should be evaluated by the General Schedule Supervisory Guide (GSSG). All MSC D/IM positions must be evaluated using the enclosed guidance and the GSSG as appropriate. The results of this review should be submitted to this headquarters, ATTN: CEHR-E, NLT 3 April 1998. The submission must include job descriptions, evaluation statements, organization charts, and any other material needed to fully understand the position.

3. Proper application of this guidance requires the use of judgment rather than just a mechanical matching of specific words or phrases. Commanders, Human Resources officials, and Information Management officials must exercise care to ensure that local circumstances are accurately reflected in job descriptions and evaluation statements. The final evaluation and classification of these positions must be based on the duties, responsibilities, and authorities delegated and actually exercised by your MSC D/IM.

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4. Point of contact for this action is Millie Edwards, telephone: 202-761-1798, FAX: 202-761-1245, e-mail: Mildred.S.Edwards@HQ01.usace.army.mil.

FOR THE COMMANDER:

/S/

Encl

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CF:
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